

San Francisco Unified School District

Meal Delivery Services Invitation for Bid No. MDS-2015

Questions and Answers re IFB No. MDS-2015

Below are the questions that SFUSD has received regarding IFB # MDS-2015, numbered 1 through 32, as well as the District's responses to these questions.

1. **Page 10 sec. 21. SCHEDULE FOR IMPLEMENTATION** Contract is scheduled to begin on August 1, 2015. The current meal delivery contract is scheduled to end on June 30, 2015. Are there deliveries from July 1-31, 2015?

District Response: Yes there are deliveries during July, 2015. The district expects to extend the current contract by one month through July 31, 2015.

2. **Page 18 sec. 46. AUDIT AND INSPECTION OF RECORDS** This language has not been in past delivery contract bids. Please provide clarification of what is expected and why.

District Response: The Audit and Inspection of Records clause has been in past bids with the district. It is a standard bid and contract clause. As to what is required under the clause, the language of the clause is there for potential bidders to read for themselves. The purpose of this clause is to allow the district to review Contractor records related to its performance of the Agreement (if awarded). This is needed by the district in the event that the district itself is audited by the State or Federal government in relation to the Agreement, as well as to enable the district to ensure that accounting, invoicing, and other performance under the Agreement is in order. SFUSD is funded by taxpayer dollars and is accountable to the public for its management of public funds—including but not limited to funds used to contract for goods and services. SFUSD must have the means by which to ensure that public monies are properly managed, expended and accounted for. This clause is one of the means by which the district is able to do so.

3. **Page 23 sec. 51. PERFORMANCE LOGISTICS** Why do route changes need to be submitted to the District two (2) weeks prior?

District Response: The District would like to be updated on the management of the account as well as provide timely updates to other contractors, such as the meal vendor.

4. **Page 23 sec. 51. PERFORMANCE LOGISTICS** Why does the District need to be notified of delays by 7am? Currently, some routes are still being audited at 7 am. Furthermore, Page 24 52. PICK UP AND DELIVERY indicates that the EED sites are ready for pick up at 9:30am; therefore Contractor theoretically would be aware of a delay at 7:00 am.
Why is the Contract Delivery Service responsible for reporting delays in relation of the Meal Vendor/EED Central Kitchen? Isn't that the responsibility of the Meal Vendor/ EED Central Kitchen to report to the District?

District Response: District needs to be alerted of any delays in deliveries early enough to either make alternate plans and to notify the school. District is requiring reporting of any delays in contractor leaving distribution center, regardless if the delay is due to the meal vendor or EED central kitchen.

5. **Page 23 sec. 51. PERFORMANCE LOGISTICS** How does the Contractor verify the “content” of the boxes, bins, racks, breadbaskets, etc. in a timely manner if not to count every single meal component? Is the District responsible to ensure that the meal vendor has everything staged with correct quantities as ordered and ready for pick up? The contractor should verify THE number of boxes, bins, racks, breadbaskets, etc. and not the “content”.

District Response: The Contractor will need to verify the number of units, such as boxes, bins, racks, etc., but not the internal contents of each unit.

6. **Page 24 sec. 51. PERFORMANCE LOGISTICS** Why is a Class B license required of delivery drives delivering food in San Francisco? Class B licenses are for vehicles that carry over 26,000 lbs, 3 axle vehicles, vehicles that tow other vehicles, passenger buses, farm labor vehicles, fire and rescue vehicles, etc.

District Response: Contract employees shall have a valid appropriate level driver’s license. If contractor will be using a vehicle for which a Class B license is not required, it is acceptable for the driver to not possess a Class B license.

7. **Page 25 sec. 53. DELIVERY INSTRUCTIONS** Where is the weekly paperwork picked up from? Is there a pick up schedule? Is there a designated location for pick up? Can this paperwork be send through inter-district mail instead of by the Contractor?

District Response: Contractor will pick up weekly from potentially all delivery locations. Contractor can suggest a weekly pick up schedule. The Bid is requesting to have paperwork be picked up by contractor.

8. **Page 25 sec. 53. DELIVERY INSTRUCTIONS** Why is the Contractor required to transfer meals from breadbaskets to metal racks at a delivery site? Wording also indicates this to be the practice at a site that is “unattended”. If there is a District employee on site when the driver arrives, does the District employee then transfer the meals? Shouldn’t there be an adequate number of racks to hold all meals that required a metal rack for heating purposes? The burden is placed on the Delivery Contractor without additional compensation or consideration of delivery schedule that affect the driver’s entire route delivery times.

District Response: District is reserving the option to have Contractor transfer meals from breadbaskets to metal racks at a delivery site. If a delivery is made unattended, driver must ensure meals are either put into the oven or refrigeration, depending on the meal item.

9. **Page 25 sec. 53. DELIVERY INSTRUCTIONS** What if there isn’t sufficient space to refrigerate perishables that require refrigeration? What if there isn’t sufficient space in the oven for the meals that are to be heated?

District Response: If there are items which are not able to fit into refrigeration, driver should contact the Area Supervisor in order for the school site to assume responsibility. If all meals are not able to fit into an oven, the driver should place meals in refrigeration. If refrigeration space is not available, then the driver should contact the Area Supervisor for the school.

- 10. Page 26 sec. 55. ADDITIONAL SERVICES** Is there a “not to exceed” number of cases of fruit (DOD and Harvest of the Month) per school site?

District Response: District estimates 10 cases of fruit per delivery. District will coordinate orders and break out fruit deliveries to adhere to the estimate of 10 cases.

- 11. Page 26 sec. 55. ADDITIONAL SERVICES** Are there any examples of equipment to be moved that are not listed in this bid? For example; rethermalization oven, double door refrigerator, warmer, salad bar.

District Response: Equipment listed on the bid is not meant to be exhaustive for all types of equipment that District may request Contractor to move. A rethermalization oven, a double door refrigerator, a warmer, and a salad bar are examples of additional equipment that District may request Contractor to move.

- 12. Page 26 sec. 55. ADDITIONAL SERVICES** How is compensation calculated if the Contractor needs to remove a door, needs to use tools, has to go up or down stairs, or encounters any other obstacle with the equipment move?

District Response: Compensation is calculated based on the number of equipment pieces moved.

- 13. Page 26 sec. 55. DELIVERY INSTRUCTION / Page 26-27 sec.56. CONTRACTOR VEHICLES; DOCUMENTATION REQUIRED WITH BID PROPOSAL** Who is responsible to meet temperature requirements at the time of the exchange with Meal Vendor/ EED? How does the Meal Delivery Contractor verify that the temperatures are accurate since Contractor is only required to take temperature at each site? Why is temperature required to be taken at each site if the meals are received at proper temperature, loaded into refrigerated vehicles and delivery is made into ovens to heat? Is the Contractor required to take the temperature of the EED meals delivered to sites? The food is transported “family style” in pans in cambro units. This would require the Contractor to open the cambro and expose the food.

District Response: The meal vendor and EED are responsible for taking the temperature of the food once it is taken out of either refrigeration or hot holding and readied for pick up. Contractor may request a copy of the Daily Cooler Temperature log to verify temperatures. Contractor shall take food temperatures upon delivery at each site and document the temperature reading on the provided paperwork. The delivery of the food from the refrigerated vehicle to the school is considered a critical control point, thus temperature of the food must be recorded. Contractor is not required to take the temperature of the meals from the Early Education Department.

- 14. Page 27 sec. 58. CAPACITY TO PERFORM CONTRACT** How detailed does the financial statement submitted with the bid need to be?

District Response: Contractor should provide an overall financial snapshot of its business, for example, a recent annual balance sheet and/or audit(s).

- 15. Page 35 BID SHEET** Why are the meal counts in the Tiers not evenly distributed to allow for an unlimited number of Tiers? There is a 349 meal distribution in Tier 2, however, Tier 3 has unlimited number of meals. Shouldn't each Tier have the same 349 meal difference which will ultimately create as many tiers as necessary if the meal participation at a school increases? There are currently schools that serve more than 800 meals (Tier 3 plus 349).

District Response: The number of tiers is based on the current number of meals being shipped to sites as of January 2015. The district does not have exact figures on any future potential increases or decreases in the number of meals anticipated to be shipped. District will give Contractor at least one month notice for any new meal programs, such as a supper program, to allow for an increase in meals.

- 16.** Who is the current Vendor?

District Response: Generations Delivery Service, aka J&B Delivery Service.

- 17.** What is the current yearly budget for this service?

District Response: The estimated contract value for this bid is \$1,000,000.

- 18.** Do the drivers have to possess a class B License if they can operate a truck that only requires class C?

District Response: Contract employees shall have a valid appropriate level driver's license. If contractor will be using a vehicle for which a Class B license is not required, it is acceptable for the driver to not possess a Class B license.

- 19.** Are the current drivers unionized?

District Response: No.

- 20.** How many trucks including the Truck Type and Weight class are required daily for the 1925 Jerrold DC, the 123 S. Hill Rd DC and the Central Kitchen?

District Response: The number of trucks will depend on the Contractor's decision on the number of deliveries per route.

- 21.** How many drivers are utilized daily for the 1925 Jerrold DC, the 123 S. Hill Rd DC and the Central Kitchen?

District Response: The number of drivers will depend on the Contractor's decision on the number of vehicles and deliveries per route.

- 22.** Can you provide the current Scheduled routes with times for all 3 sites?

District Response: Contractor will need to develop their own routes.

23. What is the average amount of time spent at each delivery site?

District Response: It depends on the volume of meals being delivered and the geography of the school. Deliveries range from a few minutes to 30 minutes.

24. What are the latest delivery times for the shipments that are sent from the Brisbane site to the schools?

District Response: 1:30pm.

25. If there is a shortage in the contents of the racks being delivered to a site, will the contractor be compensated for any additional pickup/delivery as a result of that?

District Response: Yes, the contractor will be compensated if a redelivery is required due to an error of the District or the Meal Vendor. If a redelivery is required due to a shortage of an item inside the racks, in a bin, box, etc., the cost of the additional delivery will be billed back to the meal vendor. If a redelivery is required due to a missing unit, such as a rack, bin, box, etc., there will be no additional cost to the district.

26. Can we get a copy of the current Breakfast and Lunch service times as was provided last year?

District Response: Yes, document will be posted on the district's website.

27. On Page 27, under "Contractor Vehicles", it talks about how vehicles need to keep hot food at or above 165 degrees. In the next sentence, the requirements are that food will be maintained at or above 135 degrees. This seems to contradict the earlier statement. Can the district please elaborate?

District Response: Yes, the bid language is contradictory and is a typo. See Bid Addendum No. 2.

28. Pg 25 - 53 Delivery instructions:

a. How many sites are "unattended" requiring meals to be racked onsite?

District Response: The amount of deliveries being made unattended will vary and change throughout the year. Deliveries may be made unattended, depending on the routes and delivery times developed by the vendor. Employee shift schedules and serving times are attached.

Regardless of whether a delivery is made attended or unattended, drivers are responsible for putting all items requiring temperature control into the appropriate unit, such as a rethermalization oven (including turning the oven on) or refrigerator. District is reserving the option to have Contractor transfer meals from breadbaskets to metal racks at a delivery site.

b. How many meals does this include?

District Response: The number of meals per each site is listed in the bid.

- c. Are there an adequate amount of racks available to complete this requirement at all sites?

District Response: Yes.

29. Pg 26 - 55 Additional services:

- a. Does this include moving over sized equipment?

District Response: The types of equipment requested to be moved are related to the kitchen, such as refrigerators (single door and double door), warmer, milk cooler, rethermalization ovens, tables, and salad bars.

- b. Will there be any electrical elements that need to be addressed?

District Response: No.

- c. If tools are required will SFUSD provide these?

District Response: No.

30. P24 - What is Vendor liability or recourse if product is not available or is late causing deliveries to be late?

District Response: The Contractor will not be held liable if a product is not available or is late causing deliveries to be late.

31. P 21 - How and when will notice of intent to awards be made in light of the 5-day protest period. How will the unsuccessful bidder be assured they know they aren't being awarded the bid?

District Response: The intent to award notice will be posted in the district's website on April 15, 2015 (see Bid Addendum No. 2, Timeline), unless the district issues an addendum as provided for in the bid.

32. We have been the lowest bidder the past 2 years and the District elected both times not to award the contract. Is it the Districts intention to award it this time given the current specifications are so significantly different since the last time this bid was awarded?

District Response: The district reserves the right to make an award or reject all bids (see page 29, no. 62, Bid Evaluation, A.).